

Public Forum / Tabling Request Form

Campus Safety
6501 S. 19th St., Tacoma, WA 98466
253-566-5111

Please complete and submit this form, along with all required attachments, to Campus Safety. Forms and attachments can be sent electronically to campussafety@tacomacc.edu or dropped-off in the Campus Safety office in Building 14. All documents must be received a minimum of three business days prior to the first requested activity date. Tacoma Community College has the right to limit the number of times a request can be submitted, as well as the date(s), the location, and the manner of the requested activity.

Select One:

☐ Public Forum ☐ Tabling ☐ Career/Transfer/College Fair

A copy of photo identification for all listed responsible parties must be attached with this form. If you are requesting to post or distribute materials, or petition, a copy of the materials/petition must also be attached with this form.

1. Name of individual, group, entity, or organization submitting the request:			
2. Address (number, street, and suite number):		3. City, State, and ZIP code:	
4. Name(s) of responsible party:	5. Phone number:	6. Email address:	
7. Requested date(s):	8. Requested time(s)		9. Number of people who will attend/distribute:
	Setup:	Start:	Teardown:
10. The nature and purpose of the activity and/or materials to be posted, distributed, or petitioned:			
Name of sponsoring TCC Department or Organization if applicable:	Will there be food/drinks? ☐ Yes ☐ No If so, ☐ Hot ☐ Cold Will there be any donations collected, items sold, or raffles? ☐ Yes ☐ No Please explain:		Please list any/all materials and/or equipment you are bringing (tents, swag, etc.)

College premises will not be used for commercial sales, solicitations, advertising, or promotional activities, unless: (a) such activities serve educational purposes of the college; and (b) such activities are under the sponsorship of a college department or office, college administration, or ASTCC constitutionally recognized student club. For a complete list of Tacoma Community College policies regarding use of college facilities, see WAC 132V-135. By signing below, you agree to adhere to all applicable policies.

Signature of Responsible Party: _____ Date: _____

OFFICE USE ONLY:

Campus Safety Review		Conference Services Approval	
Signature:	Date:	Signature	Date:
Approved date(s):	Approved time(s):	Approved location:	